



**JOB OPPORTUNITY  
DEPARTMENT OF CORRECTIONS  
WHITTLESEY ROAD  
P.O. BOX 863  
TRENTON, NJ 08625**



**THIS POSTING IS ONLY OPEN TO THE FOLLOWING:**

- ☐ Current Department of Corrections employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
- ☒ Employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
- ☐ Interested individuals who meet the stated requirements

**Issue Date:** May 20, 2016

**Posting No.:** 150-16

**TITLE:** Principal Audit Account Clerk

**SALARY:** \$34,628.13 - \$48,398.13

**LOCATION:** Southern State Correctional Facility, Business Office – Delmont, NJ

**JOB DESCRIPTION:** Under direction of a supervisory official in a state department, institution, or agency, has charge of a large group of Senior Audit Account Clerks and Audit Account Clerks engaged in reviewing and checking calculations of varied types for completeness, accuracy, and authority; or personally makes difficult and complex determinations and computations; does related work as required.

**REQUIREMENTS:**

**EXPERIENCE:** Two (2) years of experience in work involving the preparation, review, and verification of varied types of financial or statistical records for corrections, completeness, and legality.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**PLEASE INCLUDE RESUME, POSTING TITLE AND NUMBER, AND COPY OF TRANSCRIPTS IF APPLICABLE (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN June 6, 2016.**

Forward Response To:

William Saraceni, Manager, Human Resources  
Regional Personnel Services, Region 3  
Southern State Correctional Facility  
4295 Route 47  
Delmont, NJ 08314

**Emailed resumes are to be sent only to:**

**William.Saraceni@doc.nj.gov**